

## **DATA CONTROLLER CONTACT FORM PRIVACY NOTICE**

This Privacy Notice has been prepared by Üstüniş Makina San. ve Tic. A.Ş., acting as the data controller, in accordance with Article 10 of the Law on the Protection of Personal Data No. 6698 (“KVKK”) and the Communiqué on the Procedures and Principles to Be Followed in Fulfilment of the Information Obligation, to inform you regarding the purposes of processing your personal data, the legal grounds, the method of collection, to whom it may be disclosed, and your rights under the KVKK.

The personal data you have shared via the “Data Controller Application Form” below—including your identification, contact details and other information (such as your relationship with the company and your request to the company)—is processed for the purposes of carrying out the necessary assessment and work regarding the matter for which you have submitted your application, executing the relevant business processes, and contacting you regarding the matter. Furthermore, we have no absolute control over the information you share via this form. We advise you not to share any personal data or special category personal data with our company that you do not wish us to know.

The personal data in question is processed on the legal grounds set out in Article 5 of the Personal Data Protection Law (KVKK), namely “where data processing is necessary for the data controller to fulfil its legal obligations” and “where data processing is necessary for the establishment, exercise or defence of a legal claim”; the special category personal data you provide to us via the form is processed, however, on the legal ground set out in Article 6 “the necessity of data processing for the establishment, exercise or defence of a legal claim”, and will be shared with the relevant judicial authorities only in the event of legal disputes.

You may submit your requests under Article 11 of the Law, which governs the rights of data subjects, in accordance with the “Communication on the Procedures and Principles for Applications to the Data Controller”, using the form provided below and via the contact details listed therein.

## **ÜSTÜNiŞ MAKİNA DATA CONTROLLER APPLICATION FORM**

### **1. General Information**

Under the Law on the Protection of Personal Data No. 6698 (“KVKK”), data subjects (“Data Subjects”) are granted the right to submit requests regarding the processing of their personal data in accordance with Article 11 of the KVKK.

This application form has been prepared to identify your relationship with Üstüniş Makina San. ve Tic. A.Ş. (“Üstüniş Makina”) and, where applicable, to fully identify the personal data processed by Üstüniş Makina, so that your application can be responded to accurately and within the statutory timeframe. To ensure the security of your personal data and prevent unlawful data transfers, Üstüniş Makina may request additional

information for the purposes of identity and authorisation verification. Should the information provided by the Applicant be incorrect and/or out of date, or should the requests be unauthorised, responsibility for this matter lies with the Applicant.

In accordance with Article 7 of the Communiqué on the Procedures and Principles for Applications to the Data Controller, if a written response is to be provided to the Applicant's application, no fee shall be charged for up to ten pages. A processing fee of 1 Turkish Lira may be charged for each page exceeding ten pages. If the response to the application is provided on a storage medium such as a CD or USB stick, a fee equivalent to the cost of the storage medium may be charged.

## **2. The Scope of the Right to Make a Request under Article 11 of the Personal Data Protection Law**

Applicants may submit requests to Üstüniş Makina regarding the following matters:

- 1) The right to find out whether your personal data is being processed,
- 2) To request information regarding the processing of personal data,
- 3) To find out the purpose for which your personal data is being processed and whether it is being used in accordance with that purpose,
- 4) To find out which third parties your personal data has been transferred to, whether within the country or abroad,
- 5) The right to request the rectification of personal data where it has been processed inaccurately or incompletely, and to request that the third parties to whom the personal data has been disclosed be informed of the rectification,
- 6) To request the erasure, destruction or anonymisation of your personal data where the grounds for processing no longer apply, even though the data has been processed in accordance with the provisions of the Personal Data Protection Act and other relevant legislation, and to request that third parties to whom your personal data has been disclosed be informed of the action taken in this regard,
- 7) To object to a decision being made to your detriment solely on the basis of the processing of your data by automated systems,
- 8) To request compensation for any loss or damage suffered as a result of the unlawful processing of their personal data.

## **3. Application Method**

In accordance with the first paragraph of Article 13 of the Personal Data Protection Law (KVKK), requests regarding these rights must be submitted to us in writing and signed, or via other methods determined by the Personal Data Protection Board ("the Board").

In this context, written applications should be made by printing out this form;

Upon the applicant's submission in person,

Through a notary,

Via a registered electronic mail (KEP) address, a secure electronic signature, a mobile signature, or,

This may be communicated to us via an email sent from the email address previously provided to us by the applicant and registered in our system.

Below, you will find details regarding the specific channels through which written applications should be submitted to us.

<b>Application Method</b>	<b>Information to be included in the application submission</b>	<b>Address for Submitting Applications</b>
In-person application (where the applicant attends in person and submits an identity document)	The envelope must be marked 'Request for Information under the Data Protection Act'.	Velimeşe Mahallesi Köşk Sokak No: 3-5 Ergene Tekirdağ
Service of process through a notary	The envelope containing the notification must be marked 'Request for Information under the Data Protection Act'.	Velimeşe Mahallesi Köşk Sokak No: 3-5 Ergene Tekirdağ
Signed with a "secure electronic signature" and sent via Registered Electronic Mail (KEP)	Please write "Request for Information under the Data Protection Act" in the subject line of the email.	ustunis@hs01.kep.tr
Application via Mobile Signature or Email (by using the email address previously provided to the data controller by the data subject and registered in the data controller's system)	Please write "Request for Information under the Data Protection Act" in the subject line of the email.	kvkk@ustunismakina.com

Üstüniş Makina may request additional information to verify the identity of the Applicant in the event of applications submitted by email, and may take the necessary measures.

In accordance with the second paragraph of Article 13 of the Personal Data Protection Law (KVKK), we will respond to your requests, which have been submitted to us, in

writing or electronically within thirty days of the date on which your request was notified to us or received, depending on the nature of the request.

**4. Your Personal and Contact Details**

**A. Applicant's Contact Details**

<b>First name</b>	
<b>Surname</b>	
<b>Turkish ID number / Passport number (if a foreign national)</b>	
<b>Telephone</b>	
<b>Email</b>	
<b>Home or business address</b>	

**B. Please state your relationship with Üstüniş Makina.**

(Visitors, customers, business partners, employees, job applicants, former employees, employees of third-party companies, shareholders, etc.)

....Visitor ....Person Purchasing a Product or Service ....Potential Buyer of a Product or Service ....Supplier Employee ....Supplier Representative ....Person Featured in a News Story ....Exam Candidate	....Research subject ....Shareholder/Partner ....Employee ....Job applicant ....Intern ....Parent / Guardian / Representative ....Other.....
The people you are in contact with within our company; ..... ..... Department:..... ..... Subject:..... ..... ..... ..... ..... .....	

## 5. Subject of the Request

Please provide full details of your request under the Personal Data Protection Act below.

Applicant:

First name / Surname:

Signature (if applying in writing)